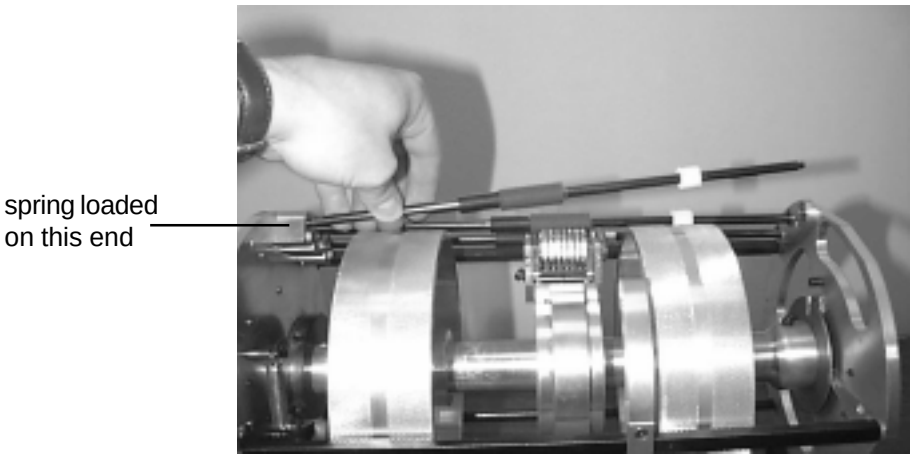
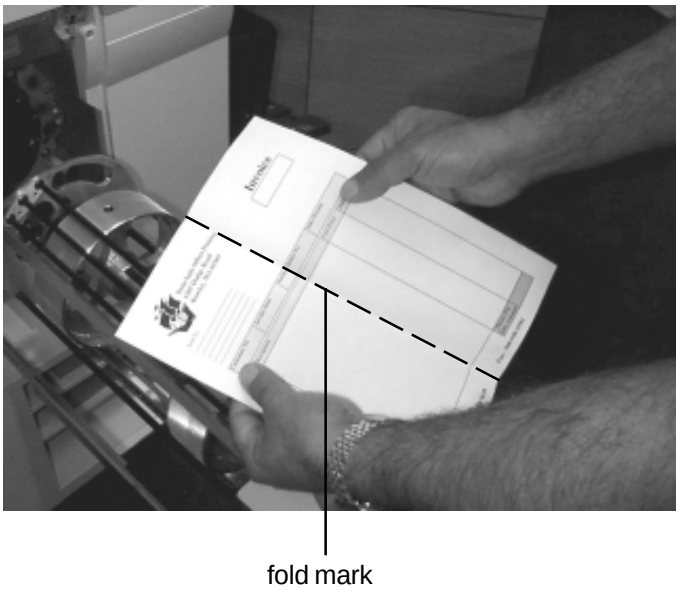
4. Drive Disk Positioning

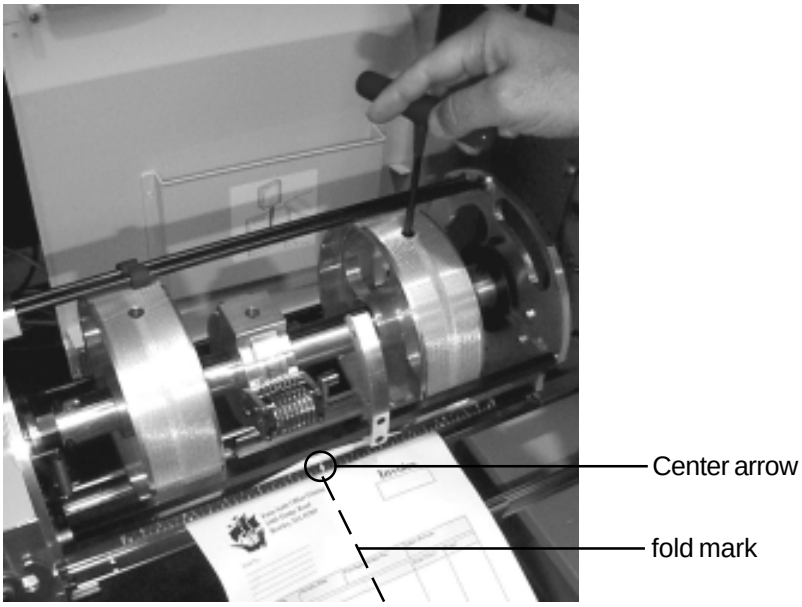
1. If the Ink shafts are in place, remove them to allow more room for set up. This is done by pulling each shaft towards the front of the cylinder until the opposite end pops out.



2. To establish the middle, fold your document in half lengthwise (the example uses letter size 8.5"x11" or A4 paper size, to be fed portrait).



3. Center the Drive disks to the edge of the paper with the fold mark aligned to the Center arrow on the scale of the numbering system.



4. Move the Drive disk so that at least 1/2 of its width is in contact with the paper (use the 3/16" allen wrench provided).

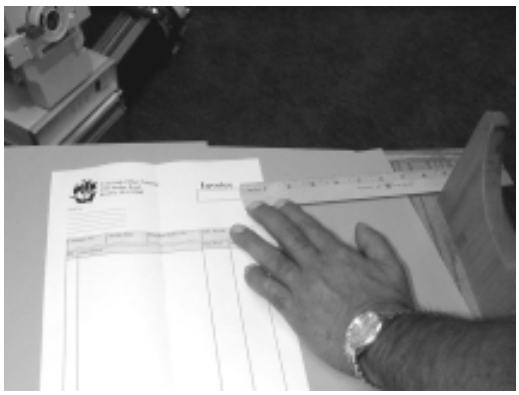
NOTE: Always operate the NC with a Drive disk on each side of the Center arrow to ensure smooth feeding.

5. Tighten the Drive disk screws.

5. Numbering Head Positioning

1. Identify the exact area for number placement by measuring vertically (from the top of the sheet) and horizontally (from either the center or outside edge of the sheet).

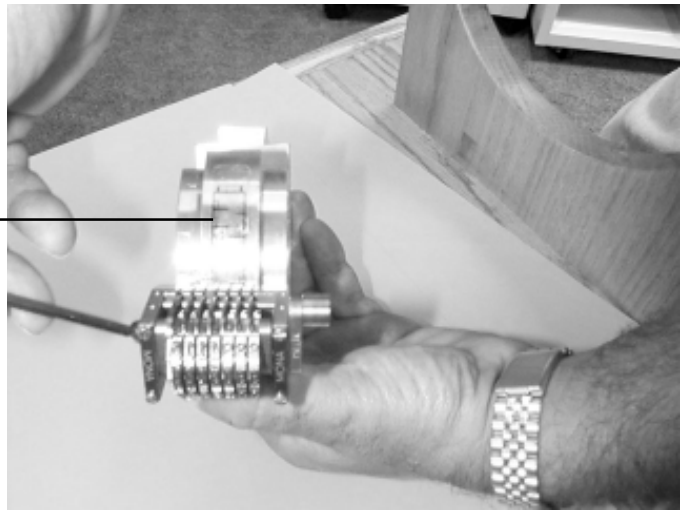
Vertical Measurement



Horizontal Measurement

2. Remove the Head holder ring assembly from the numbering system using the 3/16" allen wrench.

3. Slide the Numbering head onto the Head holder ring and position it at the correct vertical measurement using the scale on the ring. Tighten it with the allen wrench.

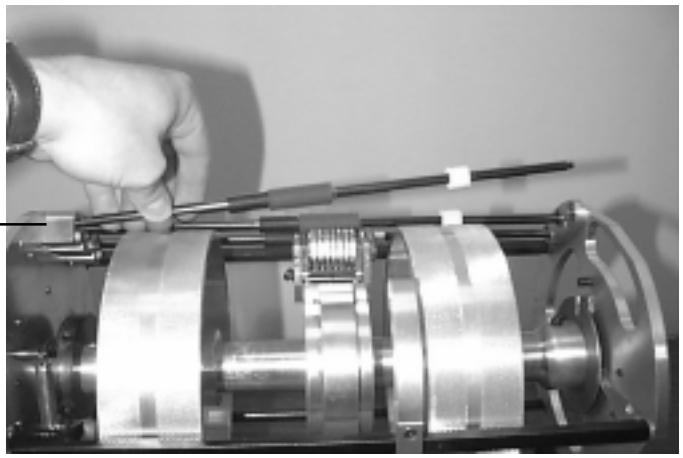


NOTE: You cannot put a Horizontal Straight numbering head on the same head holder assembly as a Vertical Convex numbering head.

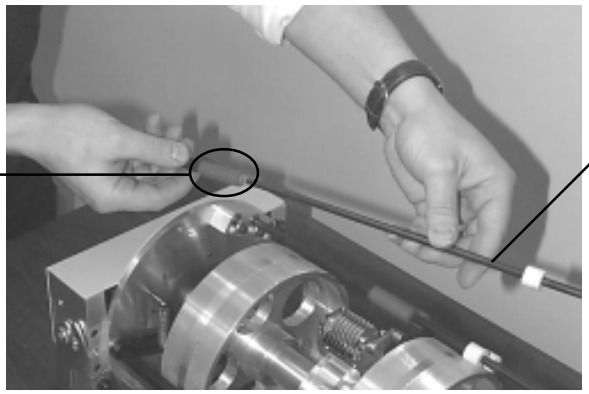
3. Install the Head holder ring onto the Drive shaft making sure to align the attached Numbering head in the proper horizontal measurement from the center of the graduated shaft and tighten the Head holder ring screw.

6. Installing the Ink Rollers

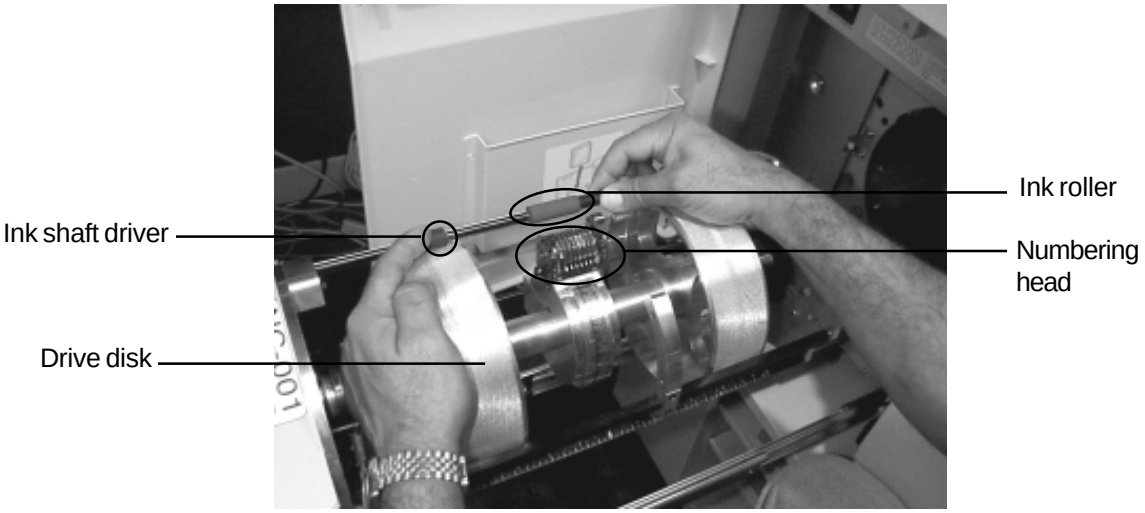
1. Pull the Ink shaft toward the front of the cylinder until its opposite end pops out of the support.



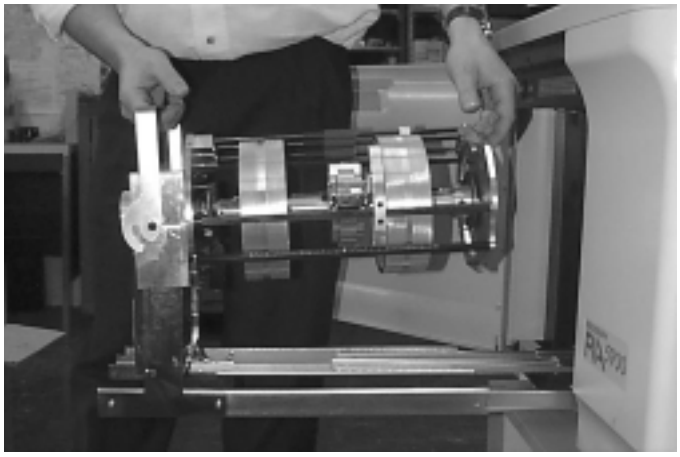
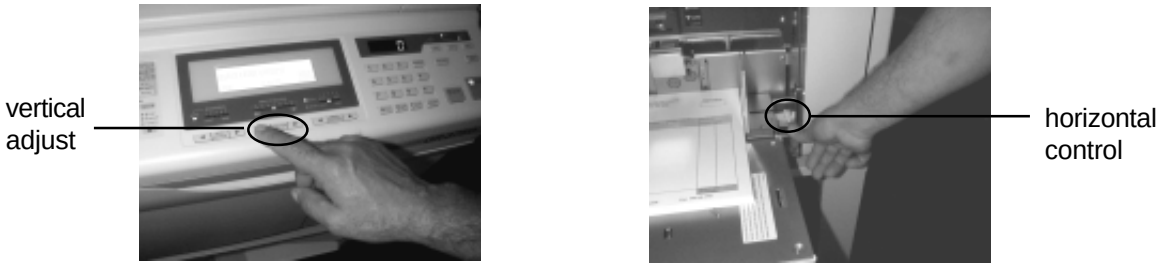
2. Remove the pre-inked rollers from their protective covers and slide one onto each of the three Ink shafts.



3. Reinstall the Ink shafts, align the Ink pads with the Numbering head, and position the Ink shaft drivers so they contact one of the Drive disks.



4. Slide the Numbering system into the Risograph and run a test print. Review the print for proper alignment.



5. Additional minor position adjustments can be made through the Risograph's controls. If the registration is out of alignment, use the vertical adjustment control on the Risograph operator panel and/or the horizontal control on the feed table to correct number placement.